

SPOKANE PUBLIC SCHOOLS  
Spokane, Washington

Performance Evaluation Report For Certificated Support Employees

NAME	(Last)	(First)	(Middle)	Date	<b>Type of Evaluation</b>
_____					_____ Annual
_____					_____ 90-Day
SCHOOL or LOCATION			ASSIGNMENT	_____ Other	

Professional Preparation and Scholarship	_____	Work Station Management	_____
Knowledge of Subject Area	_____	Effort Toward Improvement When Needed	_____
Specialty and Professional Skills	_____	Professional Characteristics	_____
Interest in Student Progress	_____	Handling of Student Discipline and Attendant Problems	_____

OVERALL PROFESSIONAL APPRAISAL:	_____	Satisfactory
	_____	Requires Improvement
	_____	Unsatisfactory

Supervisor Comments

Supervisor(s)  
Signature(s) \_\_\_\_\_

Title(s) \_\_\_\_\_

Signature(s) of other people, if any,  
participating in the evaluation process \_\_\_\_\_

Date \_\_\_\_\_

Employee Comments

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

\_\_\_\_\_ I do not desire a meeting to discuss this evaluation.  
(initials)

Date \_\_\_\_\_ Employee Signature \_\_\_\_\_

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KEY: S - Satisfactory  
R - Requires Improvement  
U - Unsatisfactory  
N - Not Observed or Not Applicable

The "R" and "U" ratings require  
specific comments and documentation.

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### Professional Preparation And Scholarship

\_\_\_\_\_ A. Possesses academic background appropriate to the specialty area and is current in that subject area or grade level.

Comments:

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### Knowledge Of Specialty Area

\_\_\_\_\_ A. Demonstrates competence in specialty area.

Comments:

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### Special And Professional Skills

- \_\_\_\_\_ A. Effectively uses diagnostic and remedial procedures appropriate to field of specialty in working with students, school staff, parents, and related agencies.
- \_\_\_\_\_ B. Is proficient in communication skills, both oral and written.
- \_\_\_\_\_ C. Fulfills responsibilities regularly, promptly, and completely.
- \_\_\_\_\_ D. Limits activities to areas of professional specialty and assignment.
- \_\_\_\_\_ E. Makes appropriate referrals.
- \_\_\_\_\_ F. Is proficient in the selection, organization, and utilizations of materials appropriate to the area of specialty.
- \_\_\_\_\_ G. Demonstrates specialty area competency.
- \_\_\_\_\_ H. Establishes immediate and long-range objectives.
- \_\_\_\_\_ I. Prepares plans to meet objectives.
- \_\_\_\_\_ J. Communicates effectively with parents.
- \_\_\_\_\_ K. Exhibits proper command and use of language skills.

Comments:

### Interest In Students

- \_\_\_\_\_ A. Strives to develop rapport with the student as an individual.
- \_\_\_\_\_ B. Deals with confidential information and communication in an ethical manner.
- \_\_\_\_\_ C. Evaluates individual student progress and maintains records as appropriate to field of study.
- \_\_\_\_\_ D. Encourages students to accept responsibility for performance and goals.

Comments:

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### Work Station Management

- \_\_\_\_\_ A. Selects and prepares equipment and materials in advance of use time.
- \_\_\_\_\_ B. Maintains an effectively organized, attractive, and stimulating station environment and atmosphere.
- \_\_\_\_\_ C. Provides adequate plans for substitute.
- \_\_\_\_\_ D. Considers abilities, interests, and present performance levels of students in planning.
- \_\_\_\_\_ E. Is consistently prompt and accurate with reports.
- \_\_\_\_\_ F. Maintains an appearance that does not detract from the educational process.
- \_\_\_\_\_ G. Exhibits self-control, mature behavior, and judgment.

Comments:

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### Handling Of Student Discipline And Attendant Problems

- \_\_\_\_\_ A. Establishes and maintains order and discipline in the work station including:
  - (1) quiet when appropriate;
  - (2) attention to the employee when instruction is being given;
  - (3) students conforming to established rules.
- \_\_\_\_\_ B. Shows consistency and fairness in dealing with student behavior.
- \_\_\_\_\_ C. Encourages students to develop courtesy, self-control, respect, and responsibility.
- \_\_\_\_\_ D. Enlists the assistance of teachers, vice principal, principal, and other supportive personnel when appropriate.
- \_\_\_\_\_ E. Assists in maintaining control and enforcing rules throughout the school.

Comments:

Effort Toward Improvement When Needed

- \_\_\_\_\_ A. Is responsive to supervision and constructive input and feedback.
- \_\_\_\_\_ B. Endeavors to implement improvement suggestions.
- \_\_\_\_\_ C. Has plan for evaluation of own work and initiates efforts to improve.

Comments:

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Professional Characteristics

- \_\_\_\_\_ A. Exhibits flexibility.
- \_\_\_\_\_ B. Is willing to make decisions and accept responsibilities.
- \_\_\_\_\_ C. Demonstrates understanding of established priorities.
- \_\_\_\_\_ D. Indicates a willingness to accept school responsibilities.

Comments:

TO BE COMPLETED JOINTLY BY STAFF MEMBER AND SUPERVISOR:

(Decisions may be altered if either the employee or the supervisor leaves the location/program)

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- \_\_\_\_\_ Participating in Option 1 for next year
- \_\_\_\_\_ Eligible and participating in Option 2 for next year
- \_\_\_\_\_ Eligible and participating in Option 3 for next year

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_